

# CITY OF SAN ANTONIO



## Administrative Directive

AD 9.1 Recycling Participation

## Procedural Guidelines

Guidelines to increase recycling participation by City employees and tenants in City Facilities.

## Department/Division

Solid Waste Management

## Effective Date

June 1, 2009

## Project Manager

David Newman, Assistant Director

## Purpose

This Administrative Directive defines and provides guidelines for recycling of materials in City of San Antonio facilities by City of San Antonio employees and City of San Antonio facility tenants.

## Policy

City employees generate and discard waste paper, soda cans, plastic bottles, and other potentially recyclable commodities while performing their work activities at City facilities. It is the policy of the City to promote the recycling of commodities by City employees while at a City facility and tenants of City facilities conducting their business in that City facility. Increasing recycling by City employees and City facility tenants is expected to reduce waste disposed of at a landfill, reduce disposal costs, and increase recycling revenue.

## Policy Applies To

☐ External & Internal Applicants

☒ Current Temporary Employees

☒ Current Full-Time Employees

☒ Current Volunteers

☒ Current Part-Time Employees

☒ Current Grant-Funded Employees

☒ Current Paid and Unpaid Interns

☒ Police and Fire Academy Trainees

☒ Uniformed Employees Under Collective Bargaining Agreements

## Definitions

### ADMINISTRATIVE DIRECTIVE

City of San Antonio document used to convey the City's governance on policies and procedures.

### CITY EMPLOYEE

A City of San Antonio employee, including civilian employees and uniformed employees.

### CITY FACILITY

A building owned by the City of San Antonio or leased to the City of San Antonio and where City Employees meet to conduct their normal and typical work activities.

<b><u>FACILITY TENANT</u></b>	An individual, business, partnership or other recognized business entity contractually bound to the City of San Antonio so as to operate within a City-owned structure in return for payment to the City of San Antonio in the form of cash or in-kind services. Typical facility tenants include lessees, delegate agencies, non-profits, and contractors.
<b><u>RECYCLE / RECYCLING</u></b>	Separating clean commodities [e.g., paper, glass, aluminum cans, metal cans, cardboard, and plastics] from the waste stream and placing these commodities into a designated receptacle for transport to the materials recovery facility, i.e., recycling facility, where these commodities are processed and sold.
<b><u>COMMODITIES</u></b>	Consumable items whose physical characteristics allow the item to be reused and are identified as acceptable recycling material for the Solid Waste Management Department's Recycling Program. These items include various paper fibers such as: office paper, junk mail, cardboard, magazines, newspapers, and phone books; clean food and beverage containers such as: glass bottles and jars, aluminum and metal cans, and plastic containers with the recycling logo and the numbers #1 through #7.
<b><u>GARBAGE</u></b>	Spent, unwanted and/or discarded materials to be disposed of at a sanitary landfill, including: soiled food containers, liquid saturated paper products, and other debris.
<b>Policy Guidelines</b>	
<b><u>General Guidelines:</u></b>	<ul style="list-style-type: none"> <li><b>A.</b> City employees shall recycle clean commodities while in a City Facility.</li> <li><b>B.</b> Customers, guests, visitors, etc. should be encouraged to recycle while visiting a City facility.</li> <li><b>C.</b> Soiled recycling commodities must be rinsed clean prior to placing the commodity into the recycling receptacle. Soiled commodities that cannot be rinsed clean by minimal effort are allowed to be disposed of as garbage</li> <li><b>D.</b> Clean recycling commodities shall be placed into recycling receptacles and not into trash receptacles.</li> <li><b>E.</b> Under no circumstances shall City Employees place garbage into the recycling receptacles.</li> </ul>
<b>Roles &amp; Responsibilities</b>	
<b><u>All Employees</u></b>	Employees shall follow this Administrative Directive during their work shift at a City Facility.

<p><b><u>Departments</u></b></p>	<ul style="list-style-type: none"> <li><b>A.</b> Departments shall support and maximize all recycling efforts within their department and with their contractors, vendors, and delegate agencies, as appropriate.</li> <li><b>B.</b> Each Department shall designate at least one individual as their Departmental Recycling Coordinator that, in addition to their normal work duties, shall promote recycling and monitor their department's recycling outputs.</li> <li><b>C.</b> Departments shall ensure that each City-owned facility has convenient recycling receptacles, including desk-side bins, bins for common areas, and larger containers, as necessary.</li> <li><b>D.</b> Departments shall ensure that each City-owned facility officing City Employees has recycling service either provided by the Solid Waste Management Department, a City annual Contract, or a third-party.</li> <li><b>E.</b> Departments shall ensure that employees working in non-City owned facilities are provided convenient opportunities to recycle their commodities.</li> <li><b>F.</b> Departments with existing leases of City-owned facilities shall coordinate with the occupant of their facility and encourage the occupant to recycle their commodities.</li> <li><b>G.</b> Departments executing new leases of City facilities shall request that the tenant, recycle their commodities.</li> <li><b>H.</b> Departments shall ensure that information on how and what to recycle is openly posted and available for everyone to view.</li> <li><b>I.</b> Departments shall ensure that employees read this Administrative Directive and sign an acknowledgement form.</li> </ul>
<p><b>Attachments</b></p>	
<p><b><u>N/A</u></b></p>	

Information and/or clarification may be obtained by contacting the Solid Waste Management Dept. at 207-6428.